



UNITED STATES MARINE CORPS

COMMANDING OFFICER
MARINE AVIATION TRAINING SUPPORT GROUP
700 AVENGER AVENUE
LEMOORE, CA 93246-5016

IN REPLY REFER TO:

GruO 3040.1D

ADMIN

8 Oct 95

GROUP ORDER 3040.1D *w/CH1*

From: Commanding Officer
To: Distribution List

Subj: MARINE AVIATION TRAINING SUPPORT GROUP (MATSG) STANDING
OPERATING PROCEDURE FOR CASUALTY REPORTING (NON-BATTLE)

Ref: (a) MCO P3040.4^{1D}
(b) MCO 5740.2^{EF}
(c) ~~BUMEDINST 5360.1D~~ *NAVMEDCOMINST 5360.1*
(d) NASLEMINST 1770.1^{CH}

Encl: (1) Receipt of Information Form
(2) Casualty Reporting Contact List
(3) Casualty Affairs Officer's Checklist in cases of Death
(4) Casualty Affairs Officer's Checklist in cases of Serious Injury
(5) Marine Corps District Telephone List

1. Purpose. To publish standard procedures for casualty reporting within MATSG Lemoore per references (a) through (d).

2. Cancellation. GruO 3040.1C.

3. Information

a. MATSG Lemoore provides the administrative and logistic support for a continually changing number of Marines aboard NAS Lemoore, yet it maintains only a limited, permanently assigned staff to accommodate their needs. As a result, MATSG is unable to provide around the clock watch standers who are thoroughly familiar with all aspects of MATSG, its mission and its Marines. The MATSG Duty NCO will be assigned from those temporarily assigned for training, and it is imperative that they be keenly aware of their responsibilities should they be notified of an accident or serious injury to a member of this command.

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b. References (a) and (b) provide clear guidelines for the reporting of deaths, injuries and illness. Reference (c) identifies specific and broad responsibilities of the Department of the Navy in matters pertaining to decedent affairs. Reference (a) also provides accurate information about next of kin (NOK) in casualties resulting from hostile fire, terrorist attacks or high visibility incidents. MATSG Lemoore will report casualties per the references and the contents of this order.

4. Definition. The term casualty, as used within this order, includes those individuals who are dead, seriously ill or incapacitated. These terms are defined by reference (a).

5. Action

a. The MATSG Duty Officer/NCO, upon receipt of notification of a casualty will:

(1) Complete the Record of Information Form, Enclosure (1).

(2) Initiate the Casualty Reporting Contact List, Enclosure (2).

(3) Will release no information without authorization from the Casualty Affairs Officer.

b. The Casualty Affairs Officer, upon notification of a casualty, will implement the procedures outlined in reference (a) and either enclosure (3) or (4). Enclosure (5) provides the list of Marine Corps Districts and telephone numbers in the event that notification of NOK cannot be made by MATSG.


c. Under no circumstances will unverified information be passed to any source requesting the information, and no information is to be released except by the Casualty Affairs Officer or his designated representative.

d. If a casualty should occur which has the potential of national or international significance in which Marine Corps personnel are involved, the Commandant of the Marine Corps (POC) shall be notified within 15 minutes by telephone (DSN 224-7366/67/68, Commercial 703-695-7366) providing the information required in reference (b), paragraph 4.

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e. Should a Marine be killed by hostile fire, terrorist attacks or a high visibility peacetime accident or incident, notify Headquarters Marine Corps (MHP-10), (DSN 224-1788/7 during working hours, or 225-7366 after working hours) and provide the accurate information about the NOK.


R. VIDAURRI
By direction

DISTRIBUTION: A



UNITED STATES MARINE CORPS
MARINE AVIATION TRAINING SUPPORT GROUP
700 AVENGER AVENUE
LEMOORE, CA 93245-5016

IN REPLY REFER TO

GruO 3040.1D Ch1
ADMIN
2 Oct 98

GROUP ORDER 3040.1D Ch1

From: Commanding Officer
To: Distribution List

Subj: MARINE AVIATION TRAINING SUPPORT GROUP (MATSG) STANDING
OPERATING PROCEDURE FOR CASUALTY REPORTING (NON-BATTLE)

1. Purpose. To direct pen changes to the basic order.

2. Action.

a. Make the following pen changes.

1. Change Ref (a) MCO P3040.4C to MCO P3040.4D
2. Change Ref (b) MCO 5740.2E to MCO 5740.2F
3. Change Ref (c) BUMEDINST 5360.1D to NAVMEDCOMINST 5360.1
4. Change Ref (d) NASLEMINST 1770.1G to NASLEMINST 1770.1H

2. Filing Instructions. This Change transmittal will be filed immediately following the signature page of the basic order.

A handwritten signature in black ink, appearing to read "P. Swainson".

P. SWAINSON
By direction

Copy to: Distribution A

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RECEIPT OF INFORMATION FORM

INFORMATION REQUIRED FROM THE INDIVIDUAL REPORTING THE INCIDENT

1. REPORTING INDIVIDUAL:

NAME	ORGANIZATION	POSITION	PHONE#
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2. DATE AND TIME OF CALL: _____

3. DECEASED/INJURED/ILL/INCAPACITATED/INDIVIDUALS:

a. _____

FIRST	MIDDLE	LAST NAME	SERVICE#	RANK
-------	--------	-----------	----------	------

b. _____

FIRST	MIDDLE	LAST NAME	SERVICE#	RANK
-------	--------	-----------	----------	------

c. _____

FIRST	MIDDLE	LAST NAME	SERVICE#	RANK
-------	--------	-----------	----------	------

4. CIRCUMSTANCES: _____

5. INJURIES RECEIVED:

a. _____

NAME	INJURIES
------	----------

b. _____

NAME	INJURIES
------	----------

c. _____

NAME	INJURIES
------	----------

6. LOCATION OF REMAINS/INDIVIDUALS:

a. _____

NAME	INJURIES
------	----------

b. _____

NAME	INJURIES
------	----------

ENCLOSURE (1)

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c. _____
NAME INJURIES

7. WHERE WILL REMAINS/INDIVIDUALS BE MOVED, IF REQUIRED:

a. _____
NAME INJURIES

b. _____
NAME INJURIES

c. _____
NAME INJURIES

8. HAS A CHAPLAIN PERFORMED THE LAST RIGHTS/BEEN NOTIFIED:

a. _____
NAME INJURIES

b. _____
NAME INJURIES

c. _____
NAME INJURIES

9. CIVILIAN PERSONNEL INVOLVED AND INJURIES:

a. _____
NAME INJURIES

b. _____
NAME INJURIES

c. _____
NAME INJURIES

10. OTHER MILITARY PERSONNEL INVOLVED AND INJURIES: _____

11. ADDITIONAL INFORMATION/REMARKS: _____

ENCLOSURE (1)

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CASUALTY REPORTING CONTACT LIST

The Duty Officer/NCO, upon being notified of a death or serious injury to a member of MATSG will perform each step on the contact list.

TIME AND DATE

1. Fill out enclosure (1) completely while the person reporting the casualty is still on the phone.

2. Notify the MATSG Executive Officer.

3. Notify the MATSG Commanding Officer.

4. Contact the Casualty Affairs Officer/
Administrative Officer for assistance and
a clerk to stand by for administrative action.

5. Determine if an OPREP-3 is required (see
MCO 5740.2E for guidelines).

6. Commence work on either enclosure (3) or
(4) until the Casualty Affairs Officer arrives.

7. Stand by to provide possible assistance to
the Casualty Affairs Officer.

ENCLOSURE (2)

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CASUALTY AFFAIRS OFFICER'S CHECKLIST IN CASES OF DEATH

The Casualty Affairs Officer/Duty Officer will, upon being notified of the death of a member of this command, perform each of the following, noting the time and date that the item was accomplished.

In the event of death:

TIME AND DATE

1. Verify the death:

- a. Through medical authorities; or,
- b. Have two MATSG personnel view the remains.

2. Pull SRB/OQR and refer to all information on victim's Record of Emergency Data.

3. If an OPREP-3 has not been sent, determine if one is appropriate (MCO 5740.2E).

4. During working hours, notify the COMSTRKFIGHTWINGPAC Staff Secretary (ext 1118) of the casualty and advise of any message that will be sent. During non-working hours notify the MATSG Executive Officer.

5. Notify the Station Patient Affairs Office.

6. Notify the Station Duty Chaplain.

7. If the primary or secondary next of kin resides within a two hour drive of this command, appoint a command officer to make a condolence call. A chaplain of the deceased's faith should accompany him (for guidelines on visits, see MCO P3040.4C).

8. Immediately prepare the personnel casualty report (PCR) to be sent to CMC.

9. Release the (PCR) message after coordinating with COMSTRKFIGHTWINGPAC Casualty Affairs.

ENCLOSURE (3)

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10. Appoint a Casualty Assistance Officer to assist the next of kin (reference: par 2003 Chap 2 of MCO P3040.4C). Further assistance may be obtained from the Station Patient Affairs Officer, ext. 4458. Casualty assistance calls (not to be confused with condolence call) will not be made until directed to do so by CMC message.

11. If the primary or secondary next of kin reside further than a two hour drive from this command contact the Marine Corps District in which the next of kin resides and request they make notification. Marine Corps Districts are listed in enclosure (5).

12. Prepare letter of condolence to next of kin.

13. Prepare letter of condolence to other personnel on the Record of Emergency Data.

14. After the Marine Corps District notifies the command that the condolence calls have been made, mail letters of condolence.

15. If the next of kin has not requested a specific escort for the deceased, appoint one from the command.

16. Request Temporary Additional Duty (TAD) orders for the escort from the MATSG Adjutant.

17. Appoint an investigating officer, if required.

18. Appoint an officer to inventory the personal effects and arrange for their shipment, if required.

19. Instruct the officer doing the inventory to take a complete uniform of the deceased to the Station Dispensary (Patient Affairs).

ENCLOSURE (3)

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20. If the remains are located at another military installation, send a message to them indicating the name and address of the funeral home to which they are to ship the body.

21. Notify the military installation of the name of the escort and the estimated arrival time.

22. Close out service records of deceased and forward to CMC within 48 hours.

23. Prepare a case file of all proceedings and messages for the command casualty files.

ENCLOSURE (3)

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CASUALTY AFFAIRS OFFICER'S CHECKLIST IN CASES OF SERIOUS INJURY

The Casualty Affairs Officer/Duty Officer will, upon being notified that an individual is seriously injured or incapacitated, perform each of the following, noting the time and date that the item was accomplished.

In the event of injury or incapacitation:

TIME AND DATE

1. Confirm the identity of the individual through medical or law enforcement officials. _____
2. If an OPREP-3 has not been sent, determine if one is appropriate. _____
3. Notify COMSTRKFIGHTWINGPAC Staff Secretary, extension 1118. _____
4. If casualty is seriously injured and the primary or secondary next of kin reside within a two hour drive, appoint an officer to make a condolence call. A chaplain of the injured's faith should accompany the Marine. _____
5. If casualty is seriously injured and the primary or secondary next of kin does not reside within a two hour drive, notify the appropriate Marine Corps District (enclosure (5)) and request they make notification. _____
6. If the casualty is incapacitated or ill from an incurable disease notify the next of kin by telegram or phone call, as appropriate. _____

ENCLOSURE (4)

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MARINE CORPS DISTRICT TELEPHONE LIST

<u>Activity</u>	<u>Commercial Phone</u>	<u>DSN Line</u>
1st Marine Corps District 605 Stewart Ave. Garden City, NY 11530	803-228-5652/5654	994-5621/5654
4th Marine Corps District Bldg 54, Suite #3 PO Box 806 New Cumberland, PA 17072-0806	717-770-4524/4525	977-4524/4525
6th Marine Corps District 1655 Peach Tree St NE Atlanta, GA 30309-2429	404-347-7555	485-2361/2619
8th Marine Corps District Bldg 10, Naval Support Act. New Orleans, LA 70146	504-361-2361/2619	None
9th Marine Corps District 1000 W. 75th St. Shawnee Mission, KS 86212	816-843-3881/3882	None
12th Marine Corps District 3704 Hochmuth Ave. San Diego, CA 92140-5190	619-542-5585	524-5585

ENCLOSURE (5)